

2008 Schedule F (Form 990) Instructions

Statement of Activities Outside the United States

Section references are to the Internal Revenue Code unless otherwise noted.

General Instructions

Purpose of Schedule

Schedule F (Form 990) is used by an organization that files Form 990 to provide information on its activities conducted outside the United States by the organization at any time during the **tax year**.

Activities conducted outside the United States include grantmaking, fundraising activities, unrelated trade or business, program services, or maintaining offices, employees, or agents for the purpose of conducting any such activities, in regions outside the United States. This includes passive investments other than financial accounts that are reported on Form 990, Part V, *Statements Regarding Other IRS Filings and Tax Compliance*, lines 4a and 4b.

United States is defined as the 50 States and the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, and the United States Virgin Islands. A foreign country is any sovereignty that is not the United States.

Information is to be reported based on the geographic regions described below. Report activities conducted by the organization directly or indirectly through a disregarded entity, or through a **joint venture** taxed as a partnership.

For purposes of Schedule F:

Grantmaking includes awards, prizes, cash allocations, stipends, scholarships, fellowships, research grants, and similar payments and distributions made by the organization at any time during the tax year to **foreign organizations**, **foreign governments**, or **foreign individuals**. It does not include salaries or other compensation to employees.

Foreign organizations include a foreign estate or trust, nonprofits or other non-governmental organizations, partnerships, corporations, or other entities that are not created or organized in the United States or under the laws of the United States, as defined above. For purposes of defining grantmaking for Schedule F, a foreign organization includes an affiliate that is organized as a legal entity separate from the filing organization, but does not include any branch office, account, or employee of the filing organization located outside the United States.

Foreign governments include political subdivisions thereof. Foreign governments do not include a U.S. government agency regardless of where it is located or operated.

Foreign individuals are persons who live or reside outside the United States at the time the grant is paid or distributed, including U.S. citizens or residents.

Program services are activities that form the basis of the organization's exemption from federal income tax conducted by the organization outside the United States. Some examples of

program services include, but are not limited to: operating an orphanage, school, hospital, or church, temple, mosque, or synagogue; disaster relief efforts; and providing indigent relief.

Unrelated trade or business - see Glossary for definition of this term.

Fundraising activities – see Glossary for definition of this term.

Maintaining offices, employees or agents includes principal, regional, district, or branch offices, such offices maintained by agents, and persons situated at those offices paid wages for services performed. For purposes of this schedule, “agent” is defined under traditional agency principles, but does not include **volunteers**.

Use Schedule F-1 to report additional information for Parts I, II, or III of Schedule F. Use as many Schedules F-1 as needed.

Who Must File

Any organization that answered “Yes” to Form 990, Part IV, *Checklist of Required Schedules*, line 14b, 15, or 16, must complete the appropriate parts of Schedule F and attach Schedule F to Form 990.

If an organization is not required to file Form 990, it is not required to file Schedule F.

Specific Instructions

Regions

Reporting on Schedule F is based on geographic regions. Use the following regions for this purpose:

Central America and the Caribbean

Includes the following countries: Antigua & Barbuda, Aruba, Bahamas, Barbados, Belize, Cayman Islands, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guadeloupe, Guatemala, Haiti, Honduras, Jamaica, Martinique, Nicaragua, Panama, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, Turks & Caicos Islands, and Virgin Islands

East Asia and the Pacific

Includes the following countries: Australia, Brunei, Burma, Cambodia, China (including Hong Kong), East Timor, Fiji, Indonesia, Japan, Kiribati, Korea, Laos, Malaysia, Marshall Islands, Micronesia, Mongolia, Nauru, New Zealand, North Korea, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Taiwan, Thailand, Timor Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.

Europe (including Iceland and Greenland)

Includes the following countries: Albania, Andorra, Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, FYR Macedonia, Germany, Greece, Greenland, Holy See, Hungary, Iceland, Italy, Ireland, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Monaco, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia,

Slovakia, Slovenia, Spain, Switzerland, Turkey, and the United Kingdom (England, Northern Ireland, Scotland and Wales).

Middle East and North Africa

Includes the following countries: Algeria, Bahrain, Djibouti, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Malta, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank and Gaza, and Yemen.

North America (including Canada and Mexico, but not the United States)

Russia and the newly Independent States

Includes the following countries: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.

South America

Includes the following countries: Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, French Guiana, Guyana, Paraguay, Peru, Suriname, Uruguay, and Venezuela.

South Asia

Includes the following countries: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.

Sub-Saharan Africa

Includes the following countries: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Dem. Rep. (DRC), Congo Rep., Cote d'Ivoire, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.

If an organization's activities involve a country not listed above, designate the appropriate region for the country.

Part I General Information on Activities Outside the United States

Complete Part I if the organization answered "Yes" to Form 990, Part IV, *Checklist of Required Schedules*, line 14b. This means that the organization had aggregate revenues or expenses of more than \$10,000 from or attributable to grantmaking, fundraising activities, unrelated trade or business, and program services outside the United States.

TIP: If an organization that completes Part I makes grants to **foreign organizations** or **foreign individuals**, it may also need to complete, as applicable, Parts II and III. If the organization does not make any such grants, it does not need to complete Parts II or III.

Lines 1 and 2. Complete these lines only if the organization made grants directly to **foreign organizations**, **foreign governments**, or **foreign individuals**.

Indicate "Yes" or "No" regarding whether the organization maintains records to substantiate amounts, eligibility, and selection criteria used for grants. Describe how the organization monitors its grants to ensure that such grants are used for proper purposes or are not otherwise diverted from the intended use. For example, the organization may describe periodic reports required or field investigations conducted; or it may indicate that the organization is a "friends of" organization that supports specified foreign organizations. Use Part IV of this Schedule for the narrative response to line 2.

Line 3. Activities Per Region. Enter the details for each type of activity conducted at any time during the tax year in each region on a separate line of Part I. Use the regions listed above.

Column (a). Identify each region in which the organization conducted grantmaking, **fundraising activities, unrelated trade or business**, or program services during the tax year.

Column (b). If the organization answered "Yes" to Form 990, Part IV, *Checklist of Required Schedules*, line 14a, and the organization maintained offices outside the United States, list in this column the number of offices maintained by the organization in each region listed during the tax year. See *Purpose of Schedule*, above, for definition of "maintaining offices."

Column (c). If the organization answered "Yes" to Form 990, Part IV, *Checklist of Required Schedules*, line 14a, and the organization maintained employees or agents outside the United States, list in this column the total number of employees and agents working in each region listed, during the tax year. Do not include in this number any of the organization's employees or agents whose only presence in the region is to conduct on-site visits, or persons who serve as volunteers. See *Purpose of Schedule*, above, for definition of "maintaining employees or agents".

Column (d): Specify in this column the type(s) of activity conducted in each region. Types of activities include the following: "grantmaking"; "fundraising activities"; "unrelated trade or business"; or "program services". If multiple activities are conducted per region, list each type of activity on a separate line and repeat regions in Column (a) as necessary. See *Purpose of Schedule*, above, for definitions of types of activities.

Column (e). If "program services" is the listed activity in Column (d), provide a description of the specific program service.

Column (f). Enter the total amount of expenditures for activities conducted in each listed region. Expenditures include salaries, wages and other employment-related costs paid to or for the benefit of employees located in the region; rent and other costs relating to offices located in the region; grants to recipients located in the region; and payments to agents located in the region. Report expenditures based on the method used to account for them on the organization's **financial statements**, and describe this method in Part IV.

Totals. Add the totals for Columns (b), (c), and (f).

Part II Grants and Other Assistance to Organizations or Entities Outside the United States

Complete Part II if the organization answered "Yes" on Form 990, Part IV, *Checklist of Required Schedules*, line 15. A "Yes" response to Form 990, Part IV, line 15, means that the organization reported on Form 990, Part IX, *Statement of Functional Expenses*, line 3, more than \$5,000 of grants or assistance to any **foreign organization** entity (including a **foreign government**). See *Purpose of Schedule*, above, for definitions of foreign organization and foreign government.

Line 1. Enter information only for each recipient organization or entity that received more than \$5,000 total amount of **grants or other assistance** from the organization for the tax year.

TIP: Do not complete this table if the organization checked the box on Schedule F, Part II, that no one recipient received more than \$5,000.

Enter the details of each organization or entity on a separate line of Part II. If there are more organizations or entities to report in Part II than space available, report the additional organizations or entities in Part II of Schedule F-1. Use as many Schedules F-1 as needed.

Do not complete Columns (a) or (b). However, complete Columns (c) – (i) as if Columns (a) and (b) were completed.

Column (c). Specify the region where the principal office of the recipient organization or entity is located. See list of regions above.

Column (d). Describe the purpose or ultimate use of the grant funds. Do not use broad terms such as charitable, educational, religious or scientific. Rather, use more specific descriptions such as, for example, general support, school or hospital construction, purchase of medical supplies or equipment, or purchase of school books or school supplies, provision of clothing, food, etc. In the case of specific disaster assistance, the description should include a description of the disaster, such as tsunami or earthquake relief.

Column (e). Enter total dollar amount of cash grants, in U.S. dollars, to each recipient foreign organization or entity for the tax year. Cash grants include grants or allocations paid by cash, check, money order, wire transfers, and other charges against funds on deposit at a financial institution.

Column (f). Describe manner of cash disbursement, such as by cash payment, money order, electronic fund or wire transfer, check, other charges against funds on deposit at a financial institution, or other. List all that apply for each recipient.

Columns (g). Enter the fair market value of any non-cash property, in U.S. dollars.

Column (h). For non-cash property or assistance, enter a description of the property or assistance. List all that apply. Examples of non-cash assistance include medical supplies or equipment, pharmaceuticals, blankets, books or other educational supplies.

Column (i). Describe method of valuation. Report property with a readily determinable market value at its fair market value. When fair market value cannot be readily determined, use an appraised or estimated value.

Line 2. Add number of recipient **foreign organizations** listed in line 1 above (a) that are recognized by the Internal Revenue Service as exempt from federal income tax as described in section 501(c)(3), (b) that are recognized as a charity by a foreign country, or (c) for which the grantmaker has made a good faith determination, based on an affidavit from the grantee or the opinion of counsel, that the grantee is the equivalent of a public charity. Enter total number of such organizations.

Line 3. Enter total number of recipient **foreign organizations** listed in line 1 above that are not described in line 2 above.

Part III Grants and Other Assistance to Individuals Outside the United States

Complete Part III if the organization answered "Yes" on Form 990, Part IV, *Checklist of Required Schedules*, line 16. A "Yes" response to Form 990, Part IV, line 16 means that the organization reported on Form 990, Part IX, *Statement of Functional Expenses*, line 3, more than \$5,000 of grants or assistance to **foreign individuals**. See *Purpose of Schedule*, above, for definition of foreign individual.

Enter information for **grants or other assistance** directly made to or for the benefit of **foreign individual** recipients. Do not complete Part III for grants or other assistance provided to individuals through another organization or entity. Instead, complete Part II above for such grants or assistance. For example: report a payment designated to cover the medical expenses of a foreign individual to a hospital located outside the United States in Part III; report a contribution to provide a service to the general public or to unspecified charity patients to a hospital located outside the United States in Part II.

Enter the details of each type of assistance to individuals on a separate line of Part III. If there are more types of assistance than space available, report the additional assistance transactions in Part III of Schedule F-1. Use as many Schedules F-1 as needed.

Column (a). Specify type(s) of assistance provided, or describe the purpose or use of grant funds. List all that apply for each region. Do not use broad terms such as charitable, educational, religious, or scientific. Rather, use more specific descriptions, such as scholarships, food, clothing, shelter for indigents or disaster victims, direct cash assistance to indigents, medical supplies or equipment, books or other educational supplies, etc. In the case of specific disaster assistance, the description should include a description of the disaster, such as tsunami or earthquake.

Column (b). List each region in which **grants or other assistance** were provided to **foreign individual** recipients. See list of regions above.

Column (c). For each type of assistance provided in each region listed, enter the number of recipients that received the type of assistance in that region. If the filing organization does not have a way to determine a specific number, estimate the number. Explain in Part IV how the organization arrived at the estimate.

Column (d). Enter aggregate amount of cash grants, in U.S. dollars, provided to recipients in each region for each type of assistance. Cash grants include only grants or allocations paid by

cash, checks, money orders, electronic fund or wire transfers, and other charges against funds on deposit at a financial institution.

Column (e). Describe the manner of disbursement of cash grants, such as by cash payment, money order, electronic fund or wire transfer, other charges against funds on deposit at a financial institution, or other. List all that apply for each region.

Columns (f). Enter the fair market value of non-cash property, in U.S. dollars for each type of assistance. If multiple properties were transferred for the type of assistance, provide information for each.

Column (g). For non-cash property, provide a description of the property. If multiple properties were transferred, provide a description of each.

Column (h). Describe the method of valuation. Report property with a readily determinable market value at its fair market value. When fair market value cannot be readily determined, use an appraised or estimated value.

Part IV Supplemental Information

Use Part IV to provide narrative information required in Part I, line 2, regarding monitoring of funds. Use Part IV to describe the method used to account for expenditures in Part I, line 3, Column (f). Also use Part IV to provide other narrative explanations and descriptions, as needed. Identify the specific part and line(s) that the response supports. Part IV may be duplicated if more space is needed.